



**City of Gulfport, Mississippi**  
Job Description

## **Recreation Aide I - Part-Time** (RA1)

Department: 411 – Leisure Services

EEO Class: Service Workers

Date Revised: 3 2 2009

FLSA Status: Non-Exempt

Date Approved:

### **Position Overview**

The Recreation Aide will perform routine duties necessary for the orderly operation of a recreational facility. This person will interact with the public to ensure a safe, pleasant, and productive recreational experience. The Recreation Aide may work at centers, parks or other public facilities. Schedules may include nights and weekends.

### **Essential Job Functions**

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Serves as receptionist at a community center.
- Provides information regarding City sponsored classes, projects or events.
- Coordinates facility reservations for community, organization or citizen events.
- Arranges facilities and equipment according to supervisor directives.
- Registers participants for classes being held at facilities.
- Collects usage fees and issues receipts.
- Maintains attendance records.
- Supervises and leads children in various types of games.
- Issues recreational equipment.
- Explains rules and regulations for use of facilities and equipment.
- Reports accidents or injuries occurring on public facilities to supervisor.
- Responsible for the up keep of the facility to include sweeping/mopping floors, trash removal/disposal, cleaning rest rooms etc.
- Responsible for receiving shipments of equipment and other supplies used by the facility.

### **Knowledge, Skills and Abilities**

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Some knowledge of recreational activities and rules of various games
- Knowledge of city and department rules, policies, and regulations.
- Certification in CPR and First Aid.
- Basic knowledge of standard office equipment and computer programs;

- word, excel and e-mail.
- Ability to deal with the public in a friendly and helpful manner.
- Ability to maintain harmonious and effective working relationships with other employees, supervisor and other departments.
- Basic knowledge in the usage of office equipment and computer software; word, excel and e-mail.
- Must have the ability to work a schedule that includes mornings, evenings, nights (up to 1:00 or 2:00 am) and weekends.

### **Education and Experience**

High School graduate or equivalent. One year previous experience in recreational tasks or caring for children preferred.

### **Required Licenses or Certificates**

Must possess valid Mississippi driver's license.

### **Physical Demands and Working Conditions**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include occasional lifting/carrying of 75+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are both indoors and outdoors.